

Safety Committee Meeting Minutes - FINAL
Executive Conference Room #212
August 9, 2017
10 AM - 11 AM

Participants: Robert Andrews, Todd Baker, Theresa A. Gallagher, Ed Heithmar, Tammy Jones-Lepp, Ann Pitchford, and Brian Schumacher

Absent: Maria Gregorio

Agenda Attached

Introduction: Each of the participants introduced themselves.

Minutes of the Last Meeting: The minutes of the last meeting which was held on May 11, 2017, were reviewed and approved. A motion to accept the minutes was made by Ann Pitchford and seconded by Robert Andrews.

Status Updates: Action items from the last meeting were discussed.

Action Item: Determine if there were any minutes recorded for the last meeting and make these available at the next quarterly meeting for review.

Outcome: No minutes were found from the meeting held on July 2016.

Action Item: Determine if the former charter is obsolete.

Outcome: Brian Schumacher said that the former charter was obsolete and that it will not be necessary to produce a new charter because of the consolidation taking place in Las Vegas.

Action Item: Review open findings from the last Headquarters audit.

Outcome: From the four open findings, two were found to be not applicable; waivers will be requested for the other two. (?)

Action Item: Disseminate Safety and Health topics.

Outcome: The current Employee Access Program (EAP) will be available for one more year under the existing PR. Todd Baker said that there was a web site for Safety and Health. It is <https://intranet.ord.epa.gov/shem-lasvegas/home>. An email was sent to current employees to give them this information. On September 20, 2017, there will be a briefing for all employees about the health and safety issues. There will also be an additional training for the lab employees following the general information training.

Action Item: Determine what can be done about students walking directly behind cars in our parking lot.

Action Item: Determine what can be done about golf cart drivers being more courteous.

Outcome: According to Robert Andrews, UNLV is an open campus and students and golf carts have the right of way during the university's semesters and general working hours.

Action Item: Discuss injuries, illnesses, accidents, etc., or near misses.

Outcome: This information will be provided on the Safety and Health Website.

Action Item: What can be done about the "Do Not Enter" sign to the EPA parking lot facing the wrong way?

Outcome: Robert Andrews says that the University says it is facing the correct way for their students.

Consolidation Efforts: The chemical employees are working on cleaning and inventorying all the labs in the ECB department. Tammy Jones-Lepp stated that her department is making great progress. Theresa Gallagher said that there is a Las Vegas Transition Web Site on Share Point. Inventory forms are found on this site.

Active Shooter Training – How did it go? Lessons Learned?: According to Robert Andrews, this training was held by the University. We were included by the Federal Services. Therefore, we did not have a command post. Also, the University did not have a public broadcasting system. EPA used their Evergreen system to relay messages to their employees. There were three locations of EPA included. They were the POS Building, the 1st Floor of the Executive Building, and the 2nd Floor of the Executive Building. We had some volunteers participate as victims. There was also one employee from LaPlaza who arrived at the time of this training and was deemed a “hostage.” Additional comments from Robert Andrews were that the blinds should not be closed and that some people did not take this as seriously as they should have. It was mentioned that ear plugs should be made available to employees at the next active shooter training as the gun shots were quite loud.

Discuss any injuries, illnesses, motor vehicle accidents, or near misses: See Action Item above.

Health and Safety Intranet> Employee Assistance Program> ESPYR: See Action Item above.

Lab Training> August or September?: It was decided that the Health and Safety Training for all employees would take place on Wednesday, September 20, at 10 am in the Exc. Auditorium. This would be followed by additional training for lab employees.

Next Safety Committee Meeting will be November 2017 unless sooner due to an emergency or time critical matters, etc.

Open discussion/Round table: Power outage occurred and employees took administrative time off. The next recycle day will be in September. Robert Andrews said that we accrued 2,000 lbs of recycling items on our last effort.

EPA ORD-NERL-LV
Safety Committee Meeting Agenda
August 9, 2017
10 am – 11 am

1. Review of last meeting. The Safety Committee Meeting Minutes_FINAL is attached. You can delete the previous draft copy that was emailed on 5/24/2017.
2. Status updates from last meeting
3. Consolidation efforts
4. Active Shooter Training – How did it go? Lessons Learned?
5. Discuss any injuries, illnesses, motor vehicle accidents, or near misses
6. Health and Safety Intranet > Employee Assistance Program > ESPYR
7. Lab Training > August or September ?
8. Next Safety Committee Meeting will be November 2017 unless sooner due to an emergency or time critical matters, etc.
9. Open discussion/Round table